

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: Emergency Spill Response Stations	Revised: 9/27/19
Purpose: Maintain and inspect Emergency Response Stations at the Public Works Service Center.	

Responsible Party/ies: Office of Environmental Management (OEM)

Performance Frequency: Monthly

Documentation: Emergency Response Stations Inspection Checklist

Training: Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel within their first 60-days of employment.

Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management

Procedure:

1. OEM will inspect Emergency Spill Response Stations for required supplies.
2. There are 2 types of Emergency Response Spill Stations:
 - **Emergency Spill Response Containers**
 - Granular Oil Absorbent
 - Absorbent Socks & Pads
 - **Emergency Spill Response Stations (mounted to the wall)**
 - Granular Oil Absorbent
 - Absorbent socks & pads
3. Spill Response Locations:
 - Solid Waste Ready Line- Truck box mounted to side of Shipping Container
 - Shipping Dock – Truck box mounted to side of building at east end of dock
 - Vehicle Fueling Islands – Spill Kit Container
 - Underground Fuel Storage Tank Area- Spill Kit Container
4. OEM will complete the Inspections each month and will maintain completed inspections.
5. Office of Environmental Management will notify the Division Manager if any items are missing, so that replacement items can be ordered.

Trainee Name: _____ **Signature:** _____

Date: _____

Send completed form to Environmental Management at: envmgmt@roanokeva.gov.